



REPLY TO THE  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

IMSW-POL-EEO

**JUL 19 2006**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #3 - Prevention of Sexual Harassment (POSH)

1. References.

- a. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.
- b. Army Regulation 600-20, Army Command Policy, 13 May 2002.
- c. US Army Installation Management Agency Policy Memorandum #3, Prevention of Sexual Harassment (POSH) Training, 14 Feb 2006.
- d. Headquarters, JRTC and Fort Polk Command Policy Memorandum #G1-02, Prevention of Sexual Harassment (POSH), 02 August 2004.
- e. Headquarters, JRTC and Fort Polk Command Policy Memorandum #G1-03, Equal Opportunity (EO)/Sexual Harassment Complaint Procedures, 02 August 2004.

2. Purpose.

- a. I am committed to the Army's policy of ensuring Soldiers and civilian employees are free from sexual harassment. Sexual harassment will not be practiced, tolerated, or condoned at Fort Polk.
- b. Commanders and directors will create and maintain an environment conducive to maximum productivity and respect for human dignity.
- c. The prevention of sexual harassment is the responsibility of every Soldier and civilian employee. Commanders, directors, supervisors, and management officials will enforce this policy and implement action for the prevention of sexual harassment in the work environment.

3. Applicability. This policy applies to all military and civilian personnel within the Fort Polk Garrison. In addition to applicants for employment, former employees and certain contract workers.

4. Intent. Any person in a supervisory or command position who uses or condones implicit or

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explicit sexual behavior to control, influence or affect the career, pay, or job of a Soldier or civilian employee is engaging in sexual harassment. Similarly, any soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

a. Soldiers and civilians who perceive that they are being sexually harassed should make it clear that the conduct is unwelcome and offensive. Military personnel who have questions and complaints about sexual harassment should contact their chain of command or the Office of Equal Opportunity Programs (EOP), the Inspector General (IG), the Staff Judge Advocate, the Chaplain, the Provost Marshall Office, medical agency personnel, or the Sexual Harassment Hotline, 531-1790. Civilian personnel who have questions and complaints should contact their chain of authority, Civilian Personnel Advisory Center (CPAC), EEO officials, the IG, or the Sexual Harassment Hotline, 531-1790.

b. Every Soldier, family member, and civilian employee has the right to present a complaint without fear of threats or reprisal. Complainants will receive assistance when submitting a complaint to include guidance regarding the complaint and appeal process.

c. Every Soldier or civilian who witnesses or has knowledge of an incident of sexual harassment will report it to his or her commander or director.

5. Procedure. The elimination of sexual harassment within a unit, activity, or organization begins with aggressive and progressive training to identify and prevent inappropriate behavior. Sexual harassment training is mandatory for all Soldiers and Department of the Army civilians.

a. Military.

(1) All units will conduct interactive, small group sexual harassment training twice a year. Assigned EO advisors or EO representatives are responsible for conducting this training.

(2) The training will occur in small groups of mixed gender that are grouped according to the Soldier's level of experience and breadth of responsibility. Use of situational vignettes will facilitate discussion among Soldiers. Commanders and directors will ensure POSH training is documented on the unit's training schedule and on the individual Soldier's training records.

b. Civilian.

(1) The EEO Officer is assigned the responsibility for program monitoring and development of a POSH training program for all civilians, to include the processing of complaints. All activities and organizations will conduct sexual harassment training.

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(2) The CPAC is assigned responsibility for the scheduling of classrooms and participants and maintaining the records of attendance.

(3) All orientation programs will include POSH training for newly assigned civilian personnel, supervisory personnel, and military supervisors of civilian employees. Civilians serviced by the CPAC and non-appropriated fund employees will receive POSH refresher training annually during birthmonth training.

(4) Trained and certified POSH trainers will provide sexual harassment training for civilians. All civilian employees will attend the non-supervisory POSH training course. Additionally, civilian employees who are also supervisors must attend the supervisory POSH training course.

c. Goal. The goal of training is to promote a healthy work environment within the organization and learn to properly receive, handle and resolve complaints. The training will also include a discussion of the sanctions or punishments for offenders.

6. Proponent. The Office of Equal Opportunity Programs is the proponent for this policy.



DAVID G. SAGE  
COL, IN  
Commanding

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